

DD/A 15-2132

JAN 1975

MEMORANDUM FOR: Associate Deputy Director for Administration
SUBJECT : CTP January 1975 Class Booklet

John!

1. The January 1975 CT booklet differed from previous editions in three respects: It was given wider distribution, the content was expanded, and it was classified SECRET instead of CONFIDENTIAL. Neither this booklet nor previous editions were coordinated outside of OTR.

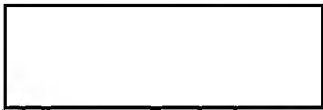
2. One hundred and twenty-five copies of the January 1975 class booklet were printed and 71 distributed as indicated in Attachment 1. In the past, about 15 copies of each class booklet were printed and distributed to selected offices. There was an increased demand for the booklets during the latter half of 1974, but the supply was exhausted--a factor which accounted for the production of more copies of the latest booklet. A copy of the July 1974 edition is forwarded as Attachment 2 with a copy of the Routing and Record Sheet.

3. The major substantive change in content over previous editions was the inclusion of some background information on the Program. This new section covers such matters as CT selection standards, the flow of applications, the processing of internal candidates, training programs, and CTP efforts to support EEO.

4. The increased distribution was in response to numerous requests for information from components and increased interest in previous editions about members of various CT classes. These components found the biographic information on CTs useful in planning Interim Assignments, as well as determining an individual's future placement potential. The information has also been used by the DDO Junior Officer Board for preparing pre-training panels and helping DDO/PEM officers to know the qualifications of the CTs. The CTP usually furnishes additional background information on trainees to these panels before they meet.

5. The "Background" section was added because of an upsurge in requests for information about the Program, as well as individuals seeking entry into the Program as Internals. Our objective was to acquaint a larger number of component chiefs with the Program, to provide them information on individual CTs, and to assist them in responding to the questions of personnel seeking entry into the Program. It was hoped that the booklet would dispel misinformation about CTP and encourage offices to make greater use of the Program as a training vehicle and source of new employees.

6. The publication was classified SECRET in accordance with a DDA memorandum dated 25 February 1975, the subject being "Classification of Documents." This memorandum mentioned the DDO had requested all documents concerning personnel presently under cover be classified not lower than SECRET. The additional classification statement on the inside cover of the January 1975 edition, "National Security Information--Unauthorized Disclosure Subject to Criminal Sanctions," was recommended by the OTR Security Officer. These precautions were taken even though no individuals in the class are definitely committed to DDO assignments.


Alfonso Rodriguez
Director of Training

STAT

Atts

January 1975 Career Training Brochure

Distribution List

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JULY 1974 CAREER TRAINING CLASS

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JULY 1974 CAREER TRAINING CLASSRECRUITMENT DATA

Twenty-three members, or two thirds of the Class, were referred by the Recruiting Division of the Office of Personnel. They represent the final product of CTP review of 370 applications, for a ratio of one EOD for every 16 cases reviewed. Eight members of the class are so-called internals, recruited from among on-duty staff personnel.

Referrals from Recruitment Division	23
Internals	8
Conversions from Contract Status	1
Summer Interns	<u>2</u>
Total	34

COMPARATIVE STATISTICS

	<u>July 1974</u>	<u>January 1974</u>	<u>July 1973</u>	<u>January 1973</u>
CT Class Members	34	33	28	28
Average Age	27	26	26	27
Foreign Languages	12	11	13	15
Foreign Languages: * Operational Proficiencies	8	26	20	25
Graduate Degrees	24	16	16	16
Graduate Study	4	5	11	4
Military Service**	64%	44%	50%	66%

* Intermediate or better

** Male CTs only.

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